



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Business Office

TITLE: Canteen Purchase Lists

CUTOFF: EOSFY

DESCRIPTION: Canteen purchase lists kept to show what products were ordered by the offenders.

RETENTION: Years: 3 Months: Days:

NOTES: Form #M0931-0751

DISPOSITION ACTION: Destroy

SERIES #: 22927

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Check/Money Order Log Book

CUTOFF: EOSFY

DESCRIPTION: A record of checks or money orders returned by vendors to offenders, pension checks received by some offenders, checks for items purchased by the Inmate Canteen or the Restorative Justice organization, funds returned to offenders by other governmental entities, and any other funds received at the institution. This is maintained to keep an accurate accounting of all funds coming into the institution.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22928

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Daily Spend Reports

CUTOFF: EOSFY

DESCRIPTION: Computer generated report showing daily receipts of sales in Offender Canteen. Shows items sold, quantity and price.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22929

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Deeds of Gift

CUTOFF: EOSFY

DESCRIPTION: Donation forms used to obtain Administrative approval of donated property, both real and personal, checks, money orders, or gift cards given freely with no obligations or favors expected in return and accepted by the department. The donations received are items to be used by the Restorative Justice Program, chaplain services, etc. These donations come from organizations, churches or individuals.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22930

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



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Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Business Office

TITLE: Employee Paycheck Receipt Record

CUTOFF: EOSFY

DESCRIPTION: List of employee signatures indicating receipt of paper check.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22931

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Forwarding Address Log

CUTOFF: EOSFY

DESCRIPTION: A list of addresses provided by the offender to where they want any mail/property forwarded.

RETENTION: Years: 5 Months: Days:

NOTES: Form #MO931-3440

DISPOSITION ACTION: Destroy

SERIES #: 22932

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Gas and Diesel Purchase Records

CUTOFF: EOSFY

DESCRIPTION: Records of gas and diesel fuel purchased in bulk to supply tanks at the facilities.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22933

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Inventory Record

CUTOFF: EOSFY

DESCRIPTION: Inventory records showing the expendable items on hand and the quantity (office supplies, food items purchased, received and issued, canteen, etc.)

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22934

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

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Sub-Section: Business Office

TITLE: Offender Clearance

CUTOFF: Offender Release

DESCRIPTION: Documentation to be signed off on when an offender is to be released, indicating the offender has been processed by each required department.

RETENTION: Years: 7 Months: Days:

NOTES: Form #MO931-3440

DISPOSITION ACTION: Destroy

SERIES #: 22935

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Offender Clothing Issue

CUTOFF: Offender Release/Transfer

DESCRIPTION: Individual Offender Clothing Records showing all clothing items issued to offenders during their incarceration, to include re-issues, etc.

RETENTION: Years: Months: 3 Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22936

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Offender Organizational Audits

CUTOFF: EOSFY

DESCRIPTION: Audits conducted by the business manager on offender organizations which have bank accounts and expend funds.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22937

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Offender Signout Ledger

CUTOFF: EOSFY

DESCRIPTION: A ledger kept to show the amount of funds given to offenders upon release. The offender's signature and fingerprints indicate that they did indeed receive the money that was in their accounts.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22938

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008



Department: Department of Corrections

Division: Division of Adult Institutions

Agency Records Disposition Schedule

Section: Institution

Sub-Section: Business Office

TITLE: Offender Time Cards

CUTOFF: EOSFY

DESCRIPTION: Time card for each offender's work schedule maintained by supervisor of that offender.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22939

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Petty Cash Ledger

CUTOFF: EOSFY

DESCRIPTION: Petty Cash Book to show amount of money kept in the Business Office. Institutions have switched to a new debit card release system, and this systems is now obsolete. Books may be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22940

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Prize Distribution List

CUTOFF: EOSFY

DESCRIPTION: List of prizes given to offenders as payment for winning recreational and organizational sponsored tournaments.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22941

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Receiving Reports

CUTOFF: EOSFY

DESCRIPTION: Documents items received in warehouse.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22942

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

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Sub-Section: Business Office

TITLE: Release Funds Ledger**CUTOFF:** EOSFY

DESCRIPTION: The release funds ledger keeps track of the entire process of obtaining and disbursing release funds. It allows verification that the release paperwork has been requested, received and completed. It also shows any funds that may have been returned to Inmate Banking due to changes in travel or cancellation of release.

RETENTION: Years: 5 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22943**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

TITLE: Spend Receipts**CUTOFF:** EOSFY

DESCRIPTION: Spend receipts are copies of the receipt that the offender receives when making a canteen purchase. The original goes to the offender and the copy is attached to the Canteen Purchase List. These are kept to respond to requests for information or if there is a question of a purchase.

RETENTION: Years: 3 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22944**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

TITLE: Staff Organizations Financial Records**CUTOFF:** EOSFY

DESCRIPTION: Expenditures and receipts from staff organizations including Personnel Clubs, Special Olympics, etc.

RETENTION: Years: 5 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22945**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

TITLE: Supply Requests**CUTOFF:** EOSFY

DESCRIPTION: Internal request of supplies forwarded to warehouse as needed by various areas within an institution.

RETENTION: Years: 3 Months: Days:**NOTES:** Form #MO931-1767**DISPOSITION ACTION:** Destroy**SERIES #:** 22946**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008
